

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. <i>EO/DDA</i>		<i>AK</i>	<i>15 Feb 1963</i>
2.			
3.			
4.			
5. <i>Registry</i>			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

O/A Registry

83-0336

STAT

1 FEB 1983

MEMORANDUM FOR: Chief, Printing & Photography Division, OL
Chief, Supply Division, OL

FROM:
Deputy Chief, Logistics Services Division, OL

SUBJECT: Agency Letterhead

STAT

83-0336

O/A REGISTRY
FILE: 45-12

1. The DCI Admin Staff has advised LSD that Attachment A has been adopted as the official Agency letterhead in lieu of Attachment B. There is, however, approximately 39 months' supply of the previously recognized official letterhead in stock which should be exhausted before issuances of the new letterhead are made. The DCI area is excepted and will continue to order supplies of the new letterhead for their use only.

2. Precautions should be taken to avoid any further stock replenishment of the outmoded letterhead. Also, P&PD should ensure that letterheads of the new design are intended for DCI area use only.

STAT

Attachments

cc: BSB

Central Intelligence Agency



Washington, D. C. 20505

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505